Importing Returns – Louisiana Import File Structure

Importing your return is an alternative to manually selecting returns and entering data. Use the instructions below to create a comma-separated (*.csv or *.txt) import file using the program of your choice (Excel, Notepad, etc). The file can contain multiple tax authorities' returns, business locations, and filing periods.

After the import file has been created you can upload it to check for errors and then import the return data using the step-by-step instructions below. After importing, you will have the opportunity to review the return before filing it to completion.

The import file has two parts: the Header line and the Return Data lines. The import file must meet the following specifications:

The Header Line

The Header line should consist of the following information:
Short Name of Authority, File Period, Import ID

The example Header line below indicates an Acadia Parish tax return, for the January 2013 filing period, and business location with Import ID 54302.
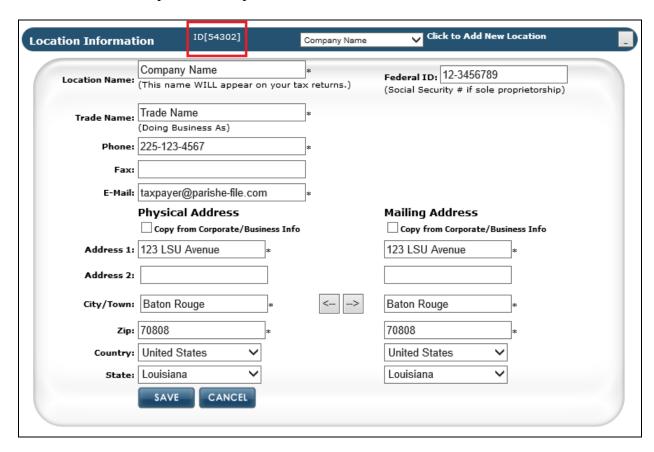
> **Example Header line:**
> ACADIA,01/2013,54302

Short Name of Authority: Enter the short name of the tax authority that administers the return that is being imported. The Short Name for each tax authority is listed in a table on the next page.

File Period: Enter the monthly period in which tax was collected by the seller. Format this field as MM/YYYY.

Import ID: Enter the internal number assigned to a business location. To find the Import ID for a business location, place your cursor over **Account Center** on the menu bar and then select **Manage Locations** from the drop-down menu. The Import ID is listed on the Location Information bar.

Business Location Import ID example:

▼Short Name List

Return	Short Name
Acadia Parish Sales Tax	ACADIA
Allen Parish Sales Tax	ALLEN
Ascension Parish Sales Tax	ASCENS
Assumption Parish Sales Tax	ASSUMP
Avoyelles Parish Sales Tax	AVOYEL
Beauregard Parish Sales Tax	BEAURE
Bienville Parish Sales Tax	BIENVI
Bossier Parish Sales Tax	BOSSIE
Caddo Parish Sales Tax	CADDO
Calcasieu Parish Sales Tax	CALCAS
Caldwell Parish Sales Tax	CALDWE
Catahoula Parish Sales Tax	CATAHO
Claiborne Parish Sales Tax	CLAIBO
Concordia Parish Sales Tax	CONCOR
Desoto Parish Sales Tax	DESOTO
East Baton Rouge Parish Sales Tax	EBR
East Carroll Parish Sales Tax	ECARRO
East Feliciana Parish Sales Tax	EFELIC
Evangeline Parish Sales Tax	EVANGE
Franklin Parish Sales Tax	FRANKL
Grant Parish Sales Tax	GRANT

Iberia Parish Sales Tax	IBERIA
Iberville Parish Sales Tax	IBERVI
Jackson Parish Sales Tax	JACKSO
Jefferson Davis Parish Sales Tax	JDAVIS
Jefferson Parish Airport Tax District	JEFFERAGS
Jefferson Parish Airport Tax Food/Drug	JEFFERAFD
Jefferson Parish Food and Drug	JEFFER
Jefferson Parish General Sales Tax	JEFFERGS
Lafayette Parish Sales Tax	LAFAYE
Lafourche Parish Sales Tax	LAFOUR
LaSalle Parish Sales Tax	LASALL
Lincoln Parish Sales Tax	LINCOL
Livingston Parish Sales Tax	LIVING
Louisiana Dept. of Revenue Sales and Use Tax	**LA**
Madison Parish Sales Tax	MADISO
Morehouse Parish Sales Tax	MOREH
Natchitoches Parish Sales Tax	NATCHI
Orleans Parish Sales/Food, Drug/Parking Tax	ORLSAL
Ouachita Parish Sales Tax	OUACHI
Plaquemines Parish Sales Tax	PLAQUE
Pointe Coupee Parish Sales Tax	POINTE
Rapides Parish Sales Tax	RAPIDE
Red River Parish Sales Tax	REDRIV
Richland Parish Sales Tax	RICHLA
Sabine Parish Sales Tax	SABINE
St. Bernard Parish Sales Tax	STBERN
St. Charles Parish Sales Tax	STCHAR
St. Helena Parish Sales Tax	STHELE
St. James Parish Sales Tax	STJAME
St. John the Baptist Parish Sales Tax	STJOHN
St. Landry Parish Sales Tax	STLAND
St. Martin Parish Sales Tax	STMART
St. Mary Parish Sales Tax	STMARY
St. Tammany Parish Sales Tax – In Store	STTAMMIS
St. Tammany Parish Sales Tax – Sales and Deliveries	STTAMM
Tangipahoa Parish Sales Tax	TANGIP
Tensas Parish Sales Tax	TENSAS
Terrebonne Parish Sales Tax	TERREB
Union Parish Sales Tax	UNION
Vermilion Parish Sales Tax	VERMIL
Vernon Parish Sales Tax	VERNON
Washington Parish Sales Tax	WASHIN
Webster Parish Sales Tax	WEBSTE
West Baton Rouge Sales Tax	WBR
West Carroll Parish Sales Tax	WCARRO
West Feliciana Parish Sales Tax	WFELIC
Winn Parish Sales Tax	WINN

The Return Data Lines

Use the line labels printed on the **Return Import Templates** to determine which line labels to use and where to enter amounts.

▼To access the return import templates:
1. Place your cursor over **Account Center** on the menu bar. Then place your cursor over **Account Settings**.
2. Select **View Account Settings** from the drop-down menu.
3. Click the **Import Returns** link at the bottom of the Account Settings page. The **Import Returns** page appears.
4. Under Instructions, select the **Returns** and **File Period** under **Print Return Import Templates.**
5. Click the **Print** button.
6. Use the line labels printed on the **Return Import Template** for the selected return to determine which line labels to use and where to enter amounts in the Return Data portion of your import file.

Additional Guidelines:

- A return separator must be placed at the end of each return. The return separator consists of ten forward slashes (//////////). If preparing the import file in Microsoft Excel, the return separator should be entered on the last row of the file, in the first column. See the Example Import File below.
- Do not include commas when entering dollar amounts. For example, one thousand dollars in gross sales should be entered as '1000', not as '1,000'.
- When entering cent amounts, use a decimal place followed by two numeric digits. For example, one thousand dollars and twenty-five cents should be entered as '1000.25'. Whole dollar amounts do not need to be followed by '.00'.
- If you do not have data for certain fields or lines in the templates, you do not need to list them in the Return Data file.
- If preparing the import file in Microsoft Excel, save as type CSV (MS-DOS) (*.csv)

Example Import File:

ACADIA,01/2013,54302
Line1,2033.43
Line8,33.43
Line8_Explanation,Shipping Costs
LineA_13,1000
//////////

Additional examples can be found at the end of this document.
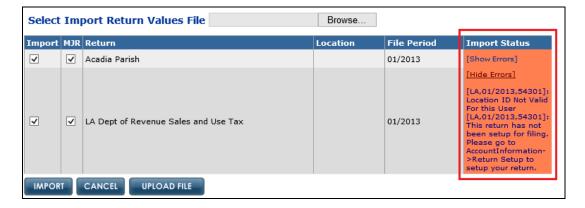
Importing Returns on ParishE-File.com

1. Place your cursor over **Account Center** on the menu bar. Then place your cursor over **Account Settings**. Select **View Account Settings** from the drop-down menu.

2. Click the **Import Returns** link at the bottom of the Account Settings page. The **Import Returns** page appears.

3. To find the import file, click the **Browse** button.

4. Select the file from your computer and click the **Open** button.

5. The file name appears in the field. Click the **Upload File** button.

6. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file.

   - If errors are detected, continue to the section below labeled **Errors.**
   - If no errors are detected, continue to the section below labeled **No Errors**.

   ## Errors:
   If there are any errors in the file, the import status displays **[Show Errors].** Click **[Show Errors]** to see the line location and description of the error(s).
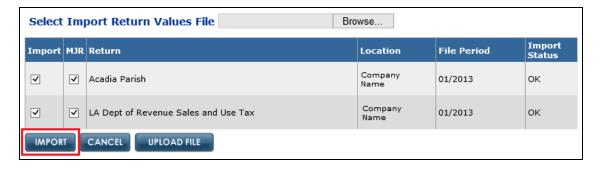

   Click the **Cancel** button to cancel the imported returns. Revisit the original file to reconcile the error. Edit the information and save the file. Upload the new file following Steps 3-6.

No Errors:

If there are no errors in the file, the import status displays **OK**.

NOTE: The MJR Column is automatically checked.
- **RECOMMENDED**: If you select the **MJR** checkbox for a return, the data will be imported into the Multi-Jurisdiction Return. You will review and file all imported returns from one screen.
- You have the option to uncheck the **MJR** (Multi-Jurisdiction Return) checkbox next to any return to import as a Standard Return (single return). If you uncheck the **MJR** checkbox for a return, the data will be imported into the Standard Return. You will review and file each imported return individually.

7. To import the checked returns, click the **Import** button.

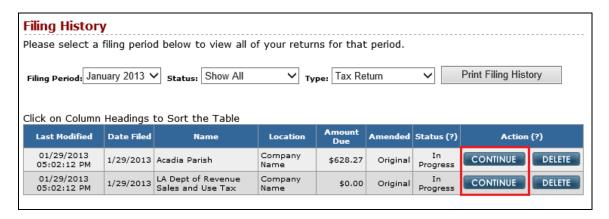| Select Import Return Values File						Browse...	
Import	**MJR**	**Return**			**Location**	**File Period**	**Import Status**
☑	☑	Acadia Parish			Company Name	01/2013	OK
☑	☑	LA Dept of Revenue Sales and Use Tax			Company Name	01/2013	OK

IMPORT CANCEL UPLOAD FILE

8. The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Click the **Next** button to continue the filing process.

   NOTE: A successful import does not mean that the return has been filed.

Select Import Return Values File			Browse...	
Return		**Location**	**File Period**	**Import Status**
Acadia Parish		Company Name	01/2013	Success
LA Dept of Revenue Sales and Use Tax		Company Name	01/2013	Success

CANCEL NEXT UPLOAD FILE

9. The Filing History page appears. Click the **Continue** button in the row of the return to continue filing.

Filing History

Please select a filing period below to view all of your returns for that period.

Filing Period: January 2013   Status: Show All   Type: Tax Return   Print Filing History

Click on Column Headings to Sort the Table

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status (?)	Action (?)	
01/29/2013 05:02:12 PM	1/29/2013	Acadia Parish	Company Name	$628.27	Original	In Progress	CONTINUE	DELETE
01/29/2013 05:02:12 PM	1/29/2013	LA Dept of Revenue Sales and Use Tax	Company Name	$0.00	Original	In Progress	CONTINUE	DELETE

10. The return will be displayed on the screen for you to review. Continue to follow the on-screen instructions to proceed through the payment process. Your return has been successfully filed when you receive a Confirmation Number. You may review your filed return by placing your cursor over **My Returns** on the menu bar and then select **Filing History**. The status will now appear as **Filed**.

Filing History

Please select a filing period below to view all of your returns for that period.

Filing Period: January 2013 ▾ Status: Show All ▾ Type: Tax Return ▾ Print Filing History

Click on Column Headings to Sort the Table

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status (?)	Action (?)
01/29/2013 05:02:12 PM	1/29/2013	Acadia Parish	Company Name	$628.27	Original	Filed	UNFILE PRINT
01/29/2013 05:02:12 PM	1/29/2013	LA Dept of Revenue Sales and Use Tax	Company Name	$0.00	Original	Filed	UNFILE PRINT

Additional Import File Examples

▼ Example Files

▼ Example of an import file for one authority, with sales in one jurisdiction:

```
ACADIA,01/2013,54302
Line1,5000
LineA_13,5000
//////////
```

▼ Example of an import file for one authority, with sales in multiple jurisdictions:

```
ACADIA,01/2013,54302
Line1,5000
LineA_13,2500
LineB_13,2000
LineC_13,500
//////////
```

▼ Example of an import file for multiple authorities, with sales in one jurisdiction each:
```
ACADIA,01/2013,54302
Line1,1000
LineA_13,1000
//////////
LA,01/2013,54302
GrossSales,1000
PersonalPropertyCost,500
//////////
```

Questions about importing returns?

Contact Technical Support:

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